



CAREER OPPORTUNITY

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

ANNOUNCEMENT NUMBER: FRA-04-59T
POSITION TITLE: Administrative Officer
GS-341-11/12/13
Salary range: \$50,593 to \$93,742 per annum
Full Performance Level: GS-13

POSITION LOCATION: Federal Railroad Administration
Office of Chief Counsel
Washington, DC

AREA OF CONSIDERATION: Government Wide (Status candidates, candidates eligible for reinstatement, special appointing authorities and for consideration under the Career Transition Assistance and Interagency Career Transition Assistance Programs may apply.)

OPENING DATE: 08-19-04

CLOSING DATE: 09-09-04

NUMBER AND TYPE: One Full-Time Permanent Position

Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.

DOT is an Equal Opportunity Employer

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

Why Work For Us? Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation (DOT) is committed to transportation safety and excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who works day-to-day to make measurable improvements in the Nation's transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration (FRA) is an Operating Administration of DOT. FRA is responsible for regulating the safety of the railroad industry, administering Federal railroad financial assistance programs, conducting and supporting railroad safety research and development, and developing executive branch policy on railroad industry issues. Information on FRA's programs can be found on the agency's web site (www.fra.dot.gov).

Summary Of The Essential Job Functions As an Administrative Officer, you will be required to:

- Serve as a key advisor to the Chief Counsel and Deputy Chief Counsel on the full range of management advisory services, including budget and financial management, human resources management, management analysis, procurement and a range of administrative support services.
- Apply analytical and evaluative techniques to strategic planning, resource management and cost control and systems development activities.
- Prepare written digests and other materials for the information of the Chief Counsel and Deputy Chief Counsel, with recommendations for appropriate disposition of action items.
- Serve as focal point in the Office for budgetary responses to inquiries from the Office of the Secretary of Transportation, Office of Management and Budget, and the Congress.
- Prepare budget documents based on program and budget data and other supporting material developed in cooperation with the Office's managers and supervisors.
- Serve as Fund Administrator for the Office's appropriations and establish and maintain systems of accounts for reporting and controlling costs and expenditures.
- Establish and maintain internal accounting systems and document control registers, including travel orders, procurement requests, training and printing requests, and miscellaneous obligations.
- Manage day-to-day office administration and support services, such as space utilization, construction, electronic and data communications, and making small purchases with a Government credit card.
- Coordinate development and maintenance of a variety of reports.

- Represent the Chief Counsel and Deputy Chief Counsel at recurring and special meetings.
- Prepare management analyses and evaluations for workforce and staffing decisions and reports.
- Coordinate and prepare personnel action requests and assist in the resolution of human resources problems and conflicts.
- Assess automated office system needs and prepare reports and recommendations with regard to the cost-benefit trade-offs among various new systems and equipment being considered.

What Are The Minimum Qualifications For This Position?

- Candidates must have 52 weeks of specialized experience equivalent to the next lower grade that is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to perform the duties successfully. At the GS-11 level only, education may be substituted for the specialized experience requirement; i.e., Ph.D. or equivalent doctoral degree or three full years of progressively higher level graduate education leading to such a degree or LL.M, if related.

What Are The Required Knowledge, Skills And Abilities For This Job?

- Ability to maintain effective working relationships with a variety of individuals both within and outside the organization.
- Knowledge of management principles, practices and techniques in order to provide advice on the effective use of financial and workforce resources and management services.
- Ability to apply analytical and evaluative methods to budget and financial issues, human resources issues, work processes, and management and administrative services and systems.
- Ability to organize and manage several projects concurrently and set priorities to respond to tight deadlines.
- Knowledge of Federal regulations and other guidelines related to management services, such as procurement, travel, human resources, printing, records management, and space and property management.
- Knowledge of the Federal budgetary process and fiscal accountability practices.
- Ability to track expenditures accurately against a budget and to account for them in keeping with Federal budgetary and accounting practices and requirements.
- Ability to communicate effectively one-on-one, in groups, and in writing.

How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?

If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed above. We also may consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this position.

What Employee Benefits Do We Provide? The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. This is a permanent position and you will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at www.usajobs.opm.gov/EI61.htm.

Before You Go Any Further, Here Are Some Other Things You Need to Know

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)
- If you are a male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- Applicants must meet the qualification requirements by the closing date of the announcement. Federal applicants also must meet the time-in-grade requirements by the closing date.
- Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service are eligible to apply.
- If you are selected or among the best qualified candidates for this position, you will be subject to a determination of your suitability for Federal employment.
- Before being hired you will be required to sign and verify the accuracy of the information in your application if you have not done so using an application form such as the OF 612.
- If an FRA employee is selected, travel and transportation expenses will be paid if the selection results in a promotion OR for a geographical reassignment if the FRA selectee occupies a position that has significantly different duties from that of this position vacancy. If a candidate outside FRA is selected, travel and transportation expenses will not be paid.
- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees.
- Applicants with “competitive status” as current or former Federal Government employees may be given first consideration.
- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.

How To Apply For This Position

- You must submit your current SF-171 (Application for Federal Employment), Resume, or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. Required information is listed in the section below labeled “Here’s What Your Application Must Contain.” Please be sure to indicate what grade level(s) you are applying for.

- For maximum consideration, tell us how you meet the "Knowledge, Skills and Abilities (KSAs)" for this position. The KSAs for this position are found above.
- For Federal applicants, a complete performance appraisal is required. It must be current – meaning it was issued to you within the past year – and it must be official – meaning it appraises your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You also should submit a copy of your latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure.
- To be considered for selection priority under the Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP), you must submit appropriate certification that you are eligible. You also must meet the job's minimum qualifications and rate at least Highly Qualified on the crediting plan for each knowledge, skill and ability requirement that is listed in this announcement.
- The "Area of Consideration" section shown on the first page indicates who may apply for this position. Candidates may be eligible to be considered in a number of ways: as a current or former Federal Government employee with "status;" and as a candidate eligible for a special appointment authority. You must submit a complete application package for each type of consideration you are eligible and wish to be considered. You also must submit appropriate proof of your eligibility as a status candidate and as a candidate eligible for a special appointment authority, including your eligibility for veteran preference.

Where To Send Your Application

- You may **mail or deliver** your application to the Federal Railroad Administration, Office of Human Resources, 1120 Vermont Avenue, NW., 6th Floor, Washington, DC 20590.
- If you are faxing your application, please limit the application to **a maximum of 20 pages** and include a cover sheet. Our fax number is (202) 493-6169. We will not accept applications faxed from a Federal Government fax machine. You may email your application package to teresa.overmier@fra.dot.gov.
- ALL applications must be in our office or postmarked by the closing date of the announcement.
- Applications mailed in a Government envelope will not be accepted.

Questions?

Call Teresa Overmier at (202) 493-6116 or TDD (202) 493-6487 or 6488, or email at teresa.overmier@fra.dot.gov. Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra information sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten recibiran igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, impedimento fisico o edad.

ALTERNATIVE FORMATS: If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at marcie.mullins@fra.dot.gov, on (202) 493-6114 or at the TDD number (202) 493-6487 or 6488.

REASONABLE ACCOMMODATION: If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.

HERE'S WHAT YOUR APPLICATION MUST CONTAIN

JOB INFORMATION

- Announcement number and title of the position

PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference
(**Proof Required – Attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

Privacy Act Requirements: The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.